



**Department of Agriculture  
State of Hawaii**

**Title: Available Funds for Collaborative Agriculture Research Program for FY 2007**

**Agency: Department of Agriculture  
Agriculture Development Division,  
Agriculture Research Program, FY 2007**

**Action: Announcement of Request For Proposals (RFP) for the  
Agriculture Research Program, FY 2007.**

**Summary:**

In accordance with AGR 171-BH, the Department of Agriculture announces the availability of up to \$472,500 in fiscal year (FY) 2007 for collaborative research projects that will sustain Hawaii's agriculture in the long-term. Awards under this program will be made on a competitive basis for projects of up to one year. In some instances, awards up to two years may be awarded. Project proposals exceeding two years may not be fully funded; further funding is dependent on available funding in future fiscal years. The closing date and time for receipt of proposals under this RFP is **4:30 p.m. on October 23, 2006**. Proposals received after the deadline will not be processed by staff or evaluated by the ad hoc/technical evaluation committee.

**For Further Information Contact:**

Offerors and other interested parties are encouraged to contact: Dr. Matthew Loke, Administrator, Agricultural Development Division, Telephone (808) 973-9576, Facsimile (808) 973-9590, E-mail: [matthew.k.loke@hawaii.gov](mailto:matthew.k.loke@hawaii.gov)

Offerors are strongly encouraged to submit completed and signed research proposals using overnight mail or delivery service to ensure timely receipt by HDOA. The applicable address for submission is:

Hawaii Department of Agriculture  
Agriculture Research Program, FY 2007  
c/o Administrator  
Agricultural Development Division  
Department of Agriculture  
1428 South King Street  
Honolulu, HI 96814-2512

**Background:**

The goal of the Agriculture Research Program is to maintain our competitive edge with foreign producers and to sustain the long-run viability of Hawaii's agriculture. Priority to provide financial assistance shall be given to research projects which support local agricultural products with high-revenue growth potential or significant production in the next ten years. Any project relating to pesticide research will not be considered, as there is a separate pesticides research program. Examples of such longer-term, research projects as specified in this program include the breeding, yield improvement, or introduction of new varieties of crops with superior marketable characteristics.

**Priority:**

The quintessential project is one that is a short-term "building block" with significant long-term impacts on agriculture in Hawaii. This research program will also give higher priority to projects with industry matching funds and/or in-kind contributions. New crops in the *growth* phase of their product life cycle will receive more support and crops in the *mature* phase of their product life cycle are expected to provide a higher proportion of matching funds and/or in-kind contributions.

In addition, a \$100,000 contingency portfolio is set aside to address emergency pest outbreaks and problems that threaten the agriculture industry. Recent examples of sudden pest outbreak include the erythrina gall wasp (EGW), Ohia rust, pickle worm, macadamia felted coccid (MFC) and the papaya mealybug. If the contingency portfolio is not used by the third quarter, a second review may be initiated to fund projects that were not successful earlier.

**Eligibility:*****a. Offeror Qualifications***

Offerors responding to this solicitation should be established Hawaii agriculture research institutions with a proven track record, and strong support from the agriculture industry. Individuals shall not be considered qualified offerors. Individuals, however, are encouraged to form partnerships with other entities that complement, enhance, and/or increase the effectiveness and efficiency of the proposed research project.

Although an offeror may be qualified to compete for an award based on its status as an qualified entity, other factors may exclude an offeror from receiving State assistance under this program (e.g. debarment and suspension; a determination of non-performance on a prior contract, cooperative agreement, grant or partnership; a determination of a violation of applicable ethical standards). Each offeror may submit a maximum of two research proposals for funding consideration each year.

**b. Project Period and Funding**

Awards under this program will be made on a competitive basis for projects of up to one year. In some instances, awards up to two years may be awarded. Project proposals exceeding two years may not be fully funded; further funding is dependent on available funding in future fiscal years. In the past, most research projects funded have been in the \$25,000 to \$40,000 range. It is expected that the awards will be made approximately 90 days after the proposal deadline.

State funds awarded under this program may not be used to:

- Plan, repair, rehabilitate, acquire, or construct a building or facility including a processing facility;
- Purchase, rent, or install fixed equipment;
- Repair or maintain privately owned vehicles;
- Pay for the preparation of the proposal;
- Pay costs incurred prior to receiving contract under this program;
- Fund political activities; and
- Fund any activities prohibited in state procurement code, Chapter 103D, HRS.

**RFP Proposal:**

A complete and valid proposal package must include an original research proposal, two paper copies and one electronic copy (MS-Word format preferred) of the proposal package on diskette or compact disk. Offerors must specify whether their proposal is new, a renewal, or a resubmitted proposal and provide the required information in accordance with the following:

- a) New Proposals – This is a project proposal that has not been previously submitted to the Agriculture Research Program. All new proposals will be reviewed competitively.
- b) Renewal Proposals – This is a project proposal that requests additional funding for a project beyond the period that was approved in an original or amended award. Proposals for renewal funding must contain the same information as required for new proposals, and additionally must contain a Progress Report. Renewal proposals must be received by the relevant due dates and will be evaluated in competition with other pending proposals.
- c) Resubmitted Proposals – This is a proposal that was previously submitted to the Agriculture Research Program but was not funded. Resubmitted proposals must be received by the relevant due dates and will be evaluated in competition with other pending proposals.
- d) Detailed breakdown of all costs, including indirect costs. Include budget notes on each budget line item detailing how each line item was derived. Only items on services that are necessary for the successful completion of the project will be funded.
- e) A narrative title page. This single page can provide: (i) the name of the research project; (ii) the name of the program (Agriculture Research Program FY 2007); (iii) Specify “Contingency Portfolio” if applying for funding in emergency research projects; (iv) the commodity, geographic area and target

population for which the project will be directed; (v) the organization submitting the proposal; (vi) a listing of project partners; (vii) a brief project summary; and (viii) specify if the project is already receiving funding from other sources; (ix) information needed to contact the project's leader, including an e-mail address.

- f) IRS tax exemption declaration.
- g) Most recent financial statement.
- h) Most recent by-laws.
- i) Membership list of the non-profit organization.
- j) Tax clearance from the Department of Taxation.\*
- k) Certificate of Compliance from the Department of Labor and Industrial Relations.\*
- l) Certificate of Good Standing from the Department of Commerce and Consumer Affairs. \*

*\*Compliance requirement under Section 3-122-112, HAR, for awards of \$25,000 or more.*

A written narrative (limited to 12 single sided pages) that describes the outreach project in detail, including its delivery plan. The narrative should provide reviewers with sufficient information to effectively evaluate the merits of the proposed project. The narrative should include the circumstances giving rise to the proposed research activity; a clear, concise statement of the objectives; the steps necessary to implement the project to attain the objectives; an evaluation plan for the activities; and a management and work plan that describes how the activities will be managed by the offeror.

### **Evaluation Review Process:**

Each proposal will be evaluated using a two-part review process. First, each proposal will be screened by HDOA staff to ensure that it meets the requirements in the RFP issued. Proposals that do not meet items (a) through (l) from the RFP Proposal section above will not receive further consideration. Second, an ad hoc/technical evaluation committee will review all research proposals that meet requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criterion:

- Project Management;
- Ability to Complete the Project;
- Technical Expertise of Investigators;
- Delivery Plan;
- Project Benefits and Level of Importance to Industry;
- Matching Funds;
- Best value factors.

(See attached evaluation score sheet for specific details.)

Proposals will be evaluated by members of the ad hoc/technical evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, panel members will assign a point value and after all reviewers have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal's final score.

After the final score assignment, proposals will be listed in initial rank order and presented, along with funding level recommendations to the Chairperson, Board of Agriculture, who will make the final determination on awarding the research grants.

Proposals will then be funded in final rank order until all available funds have been expended. Offerors must score 50% or more after the committee's first evaluation review to be considered for funding. Unused funds remaining after the first evaluation review, if any, may be allocated to a second evaluation review by the committee of those proposals that remain unfunded, if any. Unless the offerors withdraw their research proposals, qualified but unfunded proposals from the committee's first evaluation review will be considered in the second evaluation review, with or without a call for Best and Final Offer (BAFO).

**Contractual Terms and Conditions:**

Offerors awarded funds will contract with the State of Hawaii, Department of Agriculture as an independent contractor, and shall agree to comply with all terms and conditions set forth in AG-008 /Rev. 11/15/2005, issued by the State Attorney General's Office. To view a full copy of the State Attorney General's Office General Conditions, please go to:

<http://www4.hawaii.gov/StateFormsFiles/aq008.doc>

**Contract Reports:**

Successful offerors under the Agriculture Research Program will be required to credit the Hawaii Department of Agriculture (HDOA) in any presentation, materials covered or property rights issues under this funding. Additionally, successful offerors must submit progress and financial reports periodically upon request and submit a final project and financial report not later than 45 days upon completion of the project. The HDOA will withhold 20% of the grant funds until a final report is submitted, reviewed and approved.

**Contract Extensions:**

Under special circumstances, no-cost extensions may be available for research projects. Requests for no-cost extensions must be made in writing by the contractor for State approval with a minimum of sixty (60) working days prior to the termination of the contract. The initial extension shall not exceed three (3) months with one additional extension allowable that shall not exceed three (3) months. The request shall provide detailed reasons for the delay and steps to be taken to ensure the timely completion of the project. If the State approves the

extension request, a Supplemental Agreement shall be executed by both parties in accordance with the General Conditions. The Contractor shall not be entitled to any additional compensation to complete the work described in the primary Agreement.

**Pre-Proposal Conferences:**

No pre-proposal conferences are scheduled for this RFP.

**Priority-listed Offerors:**

In accordance with Hawaii Administrative Rules, 3-122-53, discussions may be conducted with "priority listed offerors"; however, the Department of Agriculture may accept proposals without discussion.

**Acknowledgement of Proposals:**

Receipt of proposals will be acknowledged to the respective offeror by e-mail or fax, whenever possible. Therefore, offerors are encouraged to provide an e-mail address and/or fax number in the proposal. If an e-mail address or fax number is not indicated on the proposal, receipt will be acknowledged by letter. There will be no notification of late, incomplete and unqualified proposals.

**Confidentiality:**

The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will all be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Once the award is made, the proposal, contracts, and contract file shall become public information, therefore, it is highly recommended that offerors designate any portion of their proposal as "confidential" or containing "trade secrets" or any other proprietary data. In accordance with HAR section 3-122-58, such information shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.

**Right to a Debriefing:**

Pursuant to HAR Section 3-122-60, a debriefing is provided to the non-selected offerors to inform them of the basis for the source selection decision and contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

A protest by the requestor submitted pursuant to section 103D-303 (h), HRS, following a debriefing shall be filed within five (5) working days, as specified in section 103D-101 (h), HRS.

**Protest:**

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts of the giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website:

<http://www.hawaii.gov/spo2/source/>

Any protest pursuant to S 103D-701, HRS, and Section 3-126-3, HAR, shall be submitted in writing to the Procurement Officer, SPO, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813 or P. O. Box 119, Honolulu, Hawaii, 96810-0119.

**Campaign Contributions By State and County Contractors:**

It has been determined that funds for this contract have been appropriated by a legislative body.

Therefore, offerors, if awarded a contract in response to this solicitation, agree to comply with Section 11-205.5, HRS, which states that campaign contributions are prohibited from a State and County government contractors during the term of the contract if the contractor is paid with funds appropriated by a legislative body.

**Submission Instructions:**

A complete and valid proposal package must include an original research proposal, two paper copies and one electronic copy (MS-Word format preferred) of the proposal package on diskette or compact disk. **Please also include the following:**

- IRS tax exemption declaration.
- Most recent financial statement.
- Most recent by-laws.
- Membership list of the non-profit organization.
- Tax clearance from the Department of Taxation.\*
- Certificate of Compliance from the Department of Labor and Industrial Relations.\*
- Certificate of Good Standing from the Department of Commerce and Consumer Affairs. \*

*\*Compliance requirement under Section 3-122-112 HAR for awards of \$25,000.00 or more.*

**Submission Information:**

Offerors are strongly encouraged to submit completed and signed research proposals using overnight mail or delivery service to ensure timely receipt by HDOA.

**Submission Deadline is October 23, 2006.**

The applicable address for submissions is:

Hawaii Department of Agriculture  
Agriculture Research Program, FY 2007  
c/o Administrator  
Agricultural Development Division  
Department of Agriculture  
1428 South King Street  
Honolulu, HI 96814-2512

**Attachments:**

Appendix 1: HDOA Agriculture Research Evaluation Score sheet



## HDOA AGRICULTURE RESEARCH GRANT EVALUATION SHEET

EVALUATION CRITERIA	SCORE	COMMENTS
<b>1. Completeness of application (HDOA Review Only)</b> <b>Application check list:</b> A. An original paper copy of research proposal Specify whether proposal is New, Renewal, Resubmitted  B. Two paper copies of research proposal C. An electronic copy on diskette or compact disk  D. Detailed breakdown of all costs, including indirect costs  E. A narrative title page  F. IRS tax exemption declaration  G. Most recent financial statement  H. Most recent by-laws  I. Membership list of the non-profit organization  J. Tax clearance from the Department of Taxation  K. Certificate of Compliance from the Department of Labor and Industrial Relations  L. Certificate of good standing from the Department of Commerce and Consumer Affairs	<b>NA</b> <input type="text"/> <input type="text"/>  <input type="text"/> <input type="text"/> <input type="text"/>  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	HDOA Comments Only
<b>2. Project benefits and level of importance to industry</b> A. The degree to which the proposed project addresses how it will support and benefit local agricultural products and industry [5] B. The degree to which the proposed project addresses how it will promote high-revenue growth and/or significant production growth in the next 10 years [5] C. The soundness of the problem statement explaining the urgency of the research [5] D. How will knowledge gained from the proposed project benefit the industry-information dissemination or outreach and education extension plan [5]	<b>20</b> <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/>	
<b>3. Research methodology</b> A. Completeness and clarity of articulation research methodology [5] B. Appropriateness of methodology for problem(s) and solution(s) [5]	<b>10</b> <input type="text"/> <input type="text"/>	
<b>4. Project management and ability to complete the project</b> A. Demonstrates ability to implement sound and effective project management practices [5]	<b>15</b> <input type="text"/>	

B. Demonstrates organizational skills, leadership and experience in delivering research projects and including reporting requirements on a timely basis [5]	<input type="text"/>	
C. Demonstrates willingness to share research findings with Industry [5]	<input type="text"/>	
<b>5. Technical expertise of investigators</b>	<b>15</b>	
A. Demonstrates relevant educational background and technical skills for the project [5]	<input type="text"/>	
B. Demonstrated experience working on similar or related Research projects [5]	<input type="text"/>	
C. Demonstrates publication activities in related research projects [5]	<input type="text"/>	
<b>6. Matching funds</b>	<b>15</b>	
Cash	<input type="text"/>	
If 50% - 100% of requested funding [10]		
If 1% - 49% of requested funding [5]	<input type="text"/>	
In-Kind [5]		
<b>7. Delivery plan</b>	<b>10</b>	
A. Demonstrates that the project delivery plan is clear and specific [5]	<input type="text"/>	
B. Delivery plan can identify specific tasks and reasonable time lines (tasks should be measurable, necessary, and have specific time frames for completion) [5]	<input type="text"/>	
<b>8. Funding Level and Outcomes Measure</b>	<b>10</b>	
A. Demonstrates reasonable estimates for funding level requested [5]	<input type="text"/>	
B. Identifies specific measures for evaluating success of the project [5]	<input type="text"/>	
<b>9. Priority Funding Areas</b>	<b>5</b>	
Award 5 points if relating to any of the following:	<input type="text"/>	
A. Emergency Funding for Pests Control	<input type="text"/>	
B. Papayas	<input type="text"/>	
C. Coffee	<input type="text"/>	
D. Macadamia nuts	<input type="text"/>	
E. Vegetables and Melons	<input type="text"/>	
F. Aquaculture	<input type="text"/>	
<b>10. Total Score</b>		

EVALUATED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_